

Minutes of the Judiciary and Law Enforcement Committee
May 23, 2014

Chair Peter Wolff called the meeting to order at 8:30 a.m.

Committee Members Present: County Board Supervisors Peter Wolff, Jim Batzko, Janel Brandtjen, Michael Crowley, Kathleen Cummings, Robert Kolb and Carl Pettis.

Also Present: Legislative Policy Advisor Sarah Spaeth, Administrative Specialist Karen Phillips, Jail Administrator Mike Giese, Business Manager Lyndsay Johnson, Senior Financial Budget Analyst Aaron Dahl, Clerk of Courts Kathy Madden, Business Manager Bob Snow, Programs and Projects Analyst Jennifer Thomas, Financial Analyst Joshua Joost, Senior Financial Analyst Rob Dunn and Emergency Preparedness Director Gary Bell.

Executive Committee Report

Wolff reported on the items discussed at the Executive Committee meeting of May 19, 2014:

- Committee duties and responsibilities as contained in the County Code
- Approval of several ordinances and appointments
- Approval of Department of Health and Human Services Mental Health Division-third party billing audit scope
- Waukesha County's contract for newspaper legal publications and notices was awarded to *The Freeman*
- Update on information technology projects

Future Agenda Items

- Update on heroin issues (Cummings)
- Overview of Waukesha County Jail trends, personnel, equipment and costs (Brandtjen)

Future Meeting Date

- June 13, 2014

Legislative Update

Spaeth stated the legislature is in recess; however, legislative study committees are forming, including one that will focus on problem-solving courts, alternatives and diversion.

Committee Welcome and Opening Remarks by Chair Wolff

Wolff welcomed supervisors to serving on the Judiciary and Law Enforcement Committee for the next two years. The committee has oversight over the following departments:

- Sheriff/Jail
- District Attorney
- Emergency Preparedness/Communications Center
- Courts
- Medical Examiner

Nomination and Election of Vice Chair

MOTION: Brandtjen moved, second by Kolb, to elect Kathleen Cummings as vice chair. Motion carried 4-3 (Crowley, Batzko, Wolff).

Nomination and Election of Secretary

MOTION: Brandtjen moved, second by Cummings to elect Jim Batzko as secretary. Motion carried 7-0.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Spaeth provided an overview of the functions of County government, focusing on the duties of the legislative branch and the general responsibilities of the Judiciary and Law Enforcement Committee as outlined in chapter 4 of the Waukesha County code. She noted that this committee oversees departmental budgets for the Sheriff, Courts, District Attorney, Medical Examiner and Emergency Preparedness, which consume 40% of the County tax levy. It is important to follow open meeting laws and stay on the agenda. All meetings are recorded and the recordings are available to the public. Spaeth asked committee members to contact Karen Phillips in the County Board Office if they will be absent or late. She asked that if anyone has questions to please raise your hand and wait for the chair to call on you.

Ordinance 169-O-013: Accept Donated Equipment From The Waukesha County Sheriff's Citizen Academy Alumni Association

Johnson discussed this ordinance which authorizes the Waukesha County Sheriff's Department to accept equipment donated by the Waukesha County Sheriff's Citizen Academy Alumni Association. The donated items include a soft rifle and pistol, recognition plaques, two televisions with wall mount capability, and two projectors with ceiling mount capability. Johnson further explained that Waukesha County code requires that acceptance of donations of \$2,000 or more must be approved by the County Board; the aforementioned items are valued at approximately \$2,400.

MOTION: Brandtjen moved, second by Cummings to approve Ordinance 169-O-013. Motion carried 7-0.

Ordinance 169-O-014: Accept Joint Federal Justice Assistance Grant And Modify Waukesha County Sheriff Department's 2014 Budget To Authorize Grant Expenditures

Johnson discussed this ordinance which authorizes the appropriation of \$5,306 of Edward Byrne Justice Assistance grant award funds in the Sheriff's 2014 Budget in partnership with the City of Waukesha Police Department. The City will act as the grant fiscal agent and will provide the County with the funds to purchase the following:

- Training for two computer forensics staff (\$4,000)
- Equipment for the computer forensics unit including a laptop, printer and recording software (\$1,306)

MOTION: Brandtjen moved, second by Crowley to approve Ordinance 169-O-014. Motion carried 7-0.

Ordinance 169-O-015: Amend The Sheriff's Department 2014 Budget For The Expenditure Of Office Of National Drug Control Policy Cooperative Agreement Funds

Johnson stated that in recognition of the growing heroin issue, the Sheriff's Department has reassigned an additional detective to the High Intensity Drug Trafficking Area (HIDTA). This ordinance authorizes the Sheriff's Department to accept a HIDTA cooperative agreement award of \$15,000 in reprogrammed 2013 funding and \$30,416 in 2014 funding from the Office of National Drug Control Policy to pay for overtime, vehicle lease and equipment associated with the detective assigned specifically to serve on the Heroin Task Force through HIDTA.

Brandtjen asked if the overtime costs include both street time and court time. Johnson stated it is mostly for investigation time. She confirmed there are a total of two Sheriff's Department detectives assigned to HIDTA.

MOTION: Crowley moved, second by Batzko to approve Ordinance 169-O-015. Motion carried 7-0.

Ordinance 169-O-016: Amend The 2014 Sheriff's Department Budget For The Expenditure Of Seized Funds For Multiple Purchases—May 2014

Johnson and Giese discussed this ordinance which modifies the 2014 Sheriff's Department budget by appropriating \$41,650 of seized funds reserve fund balance to make various purchases (e.g. tasers, dive equipment, cameras, etc.) as detailed in the fiscal note.

Kolb asked how purchase prices are researched. Johnson stated that the County's Purchasing Division does assist with researching prices on items costing over \$5,000. Sheriff's staff regularly checks prices competitively and garners the best price due to quantities purchased and repeat orders. Many items, i.e. tasers, are only available from limited suppliers.

In response to Batzko's question, Johnson stated that seized funds can only be used to purchase items not normally included in the budget. Federal guidelines require that seized funds must be used to enhance law enforcement activities, not to supplant existing adopted budget appropriations.

MOTION: Pettis moved, second by Batzko to approve Ordinance 169-O-016. Motion carried 7-0.

Ordinance 169-O-017: Appropriate Radio Replacement Dollars To Purchase Replacement Radios For Digital Radio Upgrade Project And Modify Waukesha County Radio Services 2014 Budget To Authorize Expenditures

Bell and Dunn discussed this ordinance which appropriates \$2,681,000 of Radio Services fund balance to increase operating expenses by \$2,621,000 for the purchase of radios and equipment, and increase interdepartmental charges by \$60,000 for programming/installations of the new radios. A brief recap of the project was provided.

In response to Brandtjen's question about available project funds, Bell stated there are sufficient funds to cover the project costs, adding that Purchasing did an outstanding job of procuring the best possible prices.

In response to Brandtjen's question in regard to radio coverage/blackout areas, Bell stated the new system would be a great improvement and is devised to provide 95% area coverage. He expounded on the functionality, encryption, etc. of the new radio system.

MOTION: Crowley moved, second by Cummings to approve Ordinance 169-O-017. Motion carried 7-0.

Overview of Circuit Court Services

Madden, Snow, and Thomas were present for the departmental overview of Circuit Court Services. Copies of *Circuit Court Services – Departmental Overview* were distributed. Madden outlined the responsibilities and operation of the seven divisions of Circuit Court Services:

- Administration/Business Center
- Criminal/Traffic
- Family
- Civil
- Court Commissioners/Family Court Services
- Juvenile
- Probate

Madden invited the committee members to contact her if they would like a tour of the department or to have a more in-depth discussion about the Circuit Courts Services Division.

Presentation of the 2013 Annual Jury Report

Madden reviewed the 2013 Annual Jury Report as outlined, including 2013 achievements and new program initiatives for 2014. She noted initiative trends such as providing as many electronic tools to citizens as possible, including electronic juror qualification and exit questionnaires, which further improve the efficiency and cost-effectiveness of the jury system.

Madden distributed copies of the Circuit Court Services 2014-2016 strategic plan for informational purposes.

MOTION: Brandtjen moved, second by Pettis to adjourn the meeting at 10:36 a.m. Motion carried 7-0.

Respectfully submitted,

Jim Batzko
Secretary